

REGIONAL NAF PERSONNEL OFFICE

MWR NSA Mechanicsburg, PA 17055

VACANCY ANNOUNCEMENT

1/28/04

Does not confer to Civil Service Status

POSITION: **Administrative Assistant**

ANNOUNCEMENT# **04-001**

NF-0326-02

Salary: \$10.07 P/H

LOCATION: MWR Dept., Officer's Club

CLOSING DATE: Open Until Filled

NSA- Mechanicsburg, PA 17055

AREA OF CONSIDERATION: Open

(1) Position, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Incumbent performs all or any of the following duties as assigned: Ensures production of letters, notices, memoranda and policy statements in an accurate and timely manner. Maintains forms used to support department/division needs, such as standardized forms and documentation requests, and makes recommendations on improvements, additions or deletions. Prepares draft letters, policy statements, and memoranda using the approved Navy Correspondence procedures and forwards for processing. Prepares copies of finished documents and distributes as required. Oversees administrative processes by prioritizing and facilitating the flow of work into and from the other offices which may include, but is not limited to verification of IMPAC credit card statements; product research and preparation of APF and NAF purchase requests, scheduling of training, etc. Reacts to emergent needs and makes adjustments to meet operational needs. Maintains document filing systems, ensures filing is timely and accurate, and initiates changes in processes to enhance data and document storage and retrieval. Responsible for collecting all time documents, or reviewing timekeeping data, ensuring proper supporting documents are provided and the appropriate signatures have been obtained prior to forwarding. May respond to basic payroll inquiries. Performs any other related duties as assigned, including all administrative tasks specific to the activity or function assigned.

QUALIFICATIONS: Must have a thorough knowledge of office procedures to include document creation and maintenance. Must have knowledge of basic data entry, personal computers, word processing and spreadsheets, Microsoft Office professional is strongly preferred. Must be a qualified typist, be able to key data accurately with few mistakes, and add, subtract, multiply and divide accurately using a 10-key calculator.

SPECIAL REQUIREMENTS: Must possess and maintain a valid drivers license, as travel to other sites is required in the performance of normal duties. May be subject to variances in schedules to assist with special events or emergent tasks, to include evening or weekend work.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel MWR Bldg 214, NSA Mechanicsburg, PA 17055

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)